

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Vice President, Administrative Services	Range: 37 (CL)	Management Schedule
Date Revised:		Date Approved:	May 27, 2008
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of a college president, this position serves as the college business officer responsible for providing leadership and overall administration of college administrative support services functions including fiscal management, budget development and control, contract and grant administration, personnel operations, facilities planning and management, maintenance and operations, educational support services, auxiliary and contracted services, and other related non-instructional functions.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Coordinates with college administrators and staff to plan and develop the annual college budget; assures the accurate and timely preparation, submittal and administration of the budget in accordance with District policy; institutes and maintains appropriate internal audits and budgetary controls; assures the timely and accurate preparation, distribution, review and analysis of a variety of financial reports, statements, projections and records; assures fiscal compliance with a variety of applicable laws, regulations and restrictions related to college operations, financial transactions and expenditure of funds.
2.	Plans, organizes and directs the administration of campus educational support services including media services, academic computing, instructional technology, campus production services, and other educational support services and programs; develops and implements plans and policies to facilitate and improve the educational support services.
3.	Oversees the development and monitoring of grants, specially-funded projects, and categorically-funded programs.
4.	Plans, organizes and directs the administration of the college business office and various campus auxiliary and contracted services, including the bookstore, bursar operations, mail services, campus security operations, food services, and related administrative support services; develops and implements plans and policies to facilitate and improve administrative services operations and programs.
5.	Coordinates and directs the planning of campus facilities development, construction and space utilization; plans and directs the maintenance of facilities, grounds, and equipment; processes contractual agreements related to the use and maintenance of facilities; maintains inventory control.
6.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
7.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
8.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

9.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Vice President of Administrative Services serves as the college liaison with the District Office of Finance and Facilities for matters related to budgeting, financial audit and facilities.

WORKING RELATIONSHIPS

The Vice President of Administrative Services maintains frequent contact with other college and District departments and personnel, students, vendors, community groups, governmental agencies and other outside organizations.

EDUCATION AND EXPERIENCE

Required Qualifications

Possession of a bachelor's degree in business administration, accounting, finance, or related field from a regionally accredited institution.

Minimum of three years of increasingly responsible business administration experience in a complex organization that includes documented experience as a controlling manager of budget and accounting operations.

Demonstrated experience with computerized financial information systems and their use in financial analysis and reporting.

Demonstrated experience with facilities planning and management, including scheduled maintenance and new construction.

Demonstrated experience in administering facilities maintenance and operations functions, including buildings, grounds and security operations.

Desirable Qualifications

Possession of an advanced degree in business administration, accounting, finance, or related field from a regionally accredited institution.

Administrative experience in public higher education, preferably at a community college.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of District organization, operations, policies and objectives
- Knowledge of California Education Code and requirements, including Title 5
- Knowledge of California Community College budget and finance practices
- Knowledge of budget preparation and maintenance
- Knowledge of accounting and record keeping procedures

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Knowledge of appropriate software and databases
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Ability to interpret, apply and explain laws, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities; requires frequent travel to other offices or locations to attend meetings or conduct work.